**STEP 0: Decide on a program.**

When you apply for a program, you will need to select a program location and specific academic thematic track. Before starting your application, we encourage you to read about each of the programs and consider which one is appropriate for you ([http://studyabroad.isp.msu.edu/frseminar/specifics.html](http://studyabroad.isp.msu.edu/frseminar/specifics.html)).

We also recommend that you discuss your interests with your parent(s) or guardian(s). If you are under 18 at the time of application, you will need their permission to submit an application (see step 3.11. below)

**STEP 1: Make sure you are eligible to apply for the FSA program of your choice and have the information needed to access the system and complete the application.**

To be eligible/able to apply:

1. You must be a recent high school graduate attending MSU for the first time this fall
2. You must be admitted to MSU for fall semester. If you don’t know, you can check your application status on-line: [https://admissions.msu.edu/toolbox/checkStatus.asp](https://admissions.msu.edu/toolbox/checkStatus.asp).
3. You must activate your MSU netID and email account. If not, please go online and do it now: [https://netid.msu.edu/](https://netid.msu.edu/).
4. Once you have your netID, you must pay your Advanced Enrollment Deposit (AED) to the university. Please check the steps you need to take as an admitted student (step #2 on this site): [https://admissions.msu.edu/admission/freshmen_admittedSteps.asp](https://admissions.msu.edu/admission/freshmen_admittedSteps.asp)

**STEP 2: Start the application process on-line.**

1. Go to the study abroad web site at [www.studyabroad.msu.edu](http://www.studyabroad.msu.edu) and click on the Apply Online button.
2. From the “My Study Abroad” page, click the Apply Online link from the left column.
3. Log-in using your MSU netID and password (portion of your MSU email before the @ symbol).
4. Scroll-down the options to the Freshman Seminar Abroad option and click Apply.
5. From the options available, find the country and program name in which you wish to participate. Please note that each country location may have multiple thematic tracks.
6. Click on the Apply for Fall 2013-2014 button. Note: even though the travel part of the program happens in the summer, all FSA programs are considered fall programs and counted as part of your fall schedule.

**STEP 3: Complete the application checklist.**

You will see a checklist of steps you must complete to finish your application. The first step, Select a Program, is completed already.

1. **Emergency Contact**: Click on the Incomplete clipboard icon for this section. Please enter at least one emergency contact for yourself. Once you are done, click Add Emergency Contact to complete this module (the icon will now say Complete). Please note that you can add multiple
contacts if you want. If you want to exit and come back to this module later, click Checklist to continue (the icon will remain as Incomplete).

2. **Name on Passport**: Click on the Incomplete clipboard icon for this section. Please enter your name as it appears on your passport or passport application. If you have not yet obtained or applied for a passport, follow the example given. You can update this information later as needed. Once you are done, click Add Name to complete this module (the icon will now say Complete). If you want to exit and come back to this module later, click Checklist to continue (the icon will remain as Incomplete).

3. **Credit/Financial Aid Information**: Click on the Incomplete clipboard icon for this section. Please center your phone number contacts, state “2” for the credits section, and answer the financial aid questions. Once you are done with your questions, click Continue to complete this module (the icon will now say Complete). If you need to submit a financial aid form, please go online to: [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). Please note, to be considered for any need-based scholarships or scholarships, you must have a FAFSA on-file with MSU.

4. **How did you hear about study abroad?**: Click on the Incomplete clipboard icon for this section. Please answer the questions in the module. Once you are done with your questions, click Continue to complete this module (the icon will now say Complete). Note, some questions are optional.

5. **Release Authorization**: Click on Incomplete clipboard icon for this section. Please answer the questions in the module. Once you are done with your questions, click Continue to complete this module (the icon will now say Complete).

6. **Health/Emergency Treatment Authorization**: Click on the Incomplete clipboard icon for this section. Please enter the information required for this section. Please put N/A for sections that are not applicable to you. You may want to consult with your parent, family physician, or travel clinic if you have questions. Make sure you check the “I understand” statement and once you are done, click Continue to complete this module (the icon will now say Complete). Note, the button on this module may not be blue like the other modules. If you want to exit and come back to this module later, click Checklist to continue (the icon will remain as Incomplete).

7. **Statement of Responsibility**: Click on the Incomplete clipboard icon for this section. Please carefully read the statement, which outlines MSU’s expectations regarding your behavior, travel arrangements, health and safety, etc. You will be held accountable for knowing the information in this statement. Once you are done reading, click I Agree to complete this module (the icon will now say Complete).

8. **Agreements**: Click on Incomplete clipboard icon for this section. Please carefully read each statement, which outlines important points related to your application. You will be held accountable for knowing the information in these statements. Once you are done reading, click I Agree to complete this module (the icon will now say Complete).

9. **Parent/Legal Guardian Participation Permission**: If you are under the age of 18 at the time of application, you must complete the Parent/Legal Guardian Participation Permission. Click on the Incomplete clipboard icon for this section. The appropriate button (yes or no). If you choose “no,” an online form will appear on the screen that your parent/guardian needs to complete.

10. **Essay Questions**: Click on the Incomplete clipboard icon for this section. Please answer the essay questions related to your participation on the program. Once you are done with your questions, click Continue to complete this module (the icon will now say Complete). If you
want to exit and come back to this module later, click Checklist to continue (the icon will remain as Incomplete).

Once you have completed your application checklist, click the button that says Submit Application. You will now see a screen where you can see all the information you filled in. Review this information and click on Submit Application. Your account will be billed for a $100 application fee, which is applied to your program fee if you participate on the program. See web for details – add link.

If you wish to withdraw your application at any point in this process, please click the link to the left (in the green box). Your application will be processed and reviewed by MSU faculty and staff. Once a decision has been made on your application, you will receive an email from MSU to your MSU email account. Go to Step 6 for additional details on acceptance process or proceed to Step 4 to complete some additional modules.

STEP 4: Apply for Scholarships

1. After you have submitted your application, you can immediately apply for scholarships. If you want to come back and do that later, you can re-access your application file through the My Study Abroad portal and find the link to scholarships at the bottom of the application checklist.
2. You can now apply for scholarship through the Office of Study Abroad. Additional sources of funding may be available beyond those listed on your screen. Click Continue.
3. Review the information about scholarship eligibility. Click Continue.
4. Complete the essay required for scholarship. Click Submit Essay.
5. Enter the information requested in the scholarship agreements page. Read and check the appropriate boxes, and then click the Submit button.

STEP 5: Finish the Exit Survey

1. After you have submitted your application, you can immediately take the exit survey. If you want to come back and do that later, you can re-access your application file through the My Study Abroad portal and find the link to survey at the bottom of the application checklist.
2. Respond to the questions and click Submit.
3. From the thank you screen, click Checklist to go back to the main screen.

STEP 6: Confirm Participation

1. Once accepted, you will receive an email from MSU with directions on confirming your participation in the program. Please check your MSU email regularly.
2. To confirm your participation, you can either: (1) click the link in your email or (2) re-enter your application through the My Study Abroad portal.
3. At the bottom of the checklist is a decision form. Check the I Accept button to confirm your participation or the I Withdraw button to cancel out of the process. Click the Continue button.
4. Confirming your participation will cause a $200 deposit to be billed to your account. Like the application fee, this deposit applies toward your program fee. See online for details – add link.
Questions? Need help?

General questions about the FSA programs can be addressed to either the Office of Study Abroad or the Office of Undergraduate Education using the contact information below. You can also find answers to many of your questions on-line (http://studyabroad.isp.msu.edu/frseminar/specifcics.html) or email us at fsabroad@msu.edu.

FSA program support:

Questions related to the program academics, scholarships, student eligibility, and acceptance.
Dr. James M. Lucas, Undergraduate Education
lucasjam@msu.edu
517-355-0171

Questions related to health and safety, group flights, financial aid, orientation, and application procedures.
Dr. Inge Steglitz, Office of Study Abroad
Steglitz@msu.edu
517-353-8920

Questions related to program billing, application paperwork, or technical issues with the web site.
Ms. Sherry Bonilla, Office of Study Abroad
marti269@msu.edu
517-353-8920